



CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA

COUNCIL MEETING

Joseph V. Domingo
Mayor

Maurice Barnes, Jr.
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Garrett Brown
Council Member
3rd Precinct

Rebecca Decker
Council Member
4th Precinct

Cheryl Krause
Council Member
5th Precinct

Andrew French
Mayor Pro Tem
Council Member
6th Precinct

Sheryl L. Mitchell
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIRMENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

Monday, September 19, 2016

7:00 P.M.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. MAYOR AND COUNCIL MEMBER'S COMMENTS
- VI. PRESENTATIONS
 - A. Big Read Presentation-Jess Roberts
 - B. SAW Grant-Smoke Testing Results-Jeff Wingard
 - C. Sister City Proclamation
 - D. Proclamation-Stg. Kurt Etter Retirement
 - E. Introduction of PSO Justin Reniger
- VII. CITIZEN'S COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than five (5) minutes. Proper decorum is required.)
- VIII. CONSENT CALENDAR (VV)
(Items on Consent Calendar are voted on as one unit)
 - A. Approval Regular Council Session Minutes, September 6, 2016
- IX. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Request Approval Letter of Understanding for POAM Union (RCV)
 - B. Request Approval Resolution # 2016-57, To Approve The Big Read Celebration at Holland Park and Use of Sound



CITY OF ALBION

CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

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Amplification Equipment (RCV)

C. Discussion/Update on Next Street Project (Irwin Avenue)

D. Request Approval to Close Cass Street between Superior and Clinton Beginning at 10 a.m. on Thursday, October 13 through 6 p.m. on October 14, 2016. The Purpose of this Closing would be to Allow Set up for the Event and Space for Guests of the College and City to Participate in the Grand Opening of the Ludington Building, 101 N. Superior, Albion, MI (VV)

E. City Manager Report

F. Future Agenda Items

G. Motion to Excuse Absent Council Member(s)

X. **CITIZENS COMMENTS** (Persons addressing the City Council shall limit their comments to no more than five (5) minutes. Proper decorum is required.)

XI. **ADJOURN**

PROCLAMATION City of Albion

WHEREAS, the Sister City relationship between Noisy-le-Roi, and Albion began twenty years ago, in 1997, with Bailly becoming an official partner ten years later, and

WHEREAS, this mutually rewarding journey, begun with the initial contact of the respective mayors of our cities, has given us much to celebrate, and

WHEREAS, this relationship has flourished with hundreds of visitor exchanges of people from middle school age to seniors, including school and university programs, sports, music and arts exchanges and official delegations which allow for fruitful dialogue and concrete steps in planning future initiatives, and

WHEREAS, over the years the relationship between Albion, Noisy-le-Roi and Bailly has strengthened, and

WHEREAS, September 16th – 17th 2016 marks Albion's 50th Festival of the Forks celebration of all that is good in the city of Albion, and

WHEREAS, as part of that celebration we have invited our sister cities, Noisy-le-Roi and Bailly, to attend and participate in a week-long celebration and in planning the next chapter of the relationship.

NOW, THEREFORE, BE IT RESOLVED, that the City of Albion does officially welcome representatives from the Cities of Noisy-le-Roi and Bailly, France and do fully endorse our continuing relationship.

Albion, Michigan, September 19th, 2016

Joseph V. Domingo, Mayor, Albion, Michigan

Marc Tourelle, Mayor, Noisy-le-Roi, France

Claude Jamati, Mayor, Bailly, France



CITY OF ALBION


PRESENTS

CERTIFICATE OF APPRECIATION

SGT. KURT A. ETTER

In recognition of exemplifying outstanding public service as a member of the Albion Public Safety Department for 25 years, with the highest standards of professionalism, we express our appreciation and best wishes for your retirement.

Presented on Behalf of the City of Albion and the Albion Department of Public Safety,
this the 19th Day of September, 2016.


Joseph V Domingo, Mayor



City of Albion
City Council Meeting
September 6, 2016

I. Call To Order

Mayor Domingo opened the regular session at 7:00 p.m.

II. Moment of Silence To Be Observed

III. Pledge of Allegiance

IV. Roll Call

Maurice Barnes (1), Lenn Reid (2), Rebecca Decker (4), Cheryl Krause (5), Andrew French (6) and Mayor Joe Domingo. Garrett Brown (3) was absent.

Staff Present: Sheryl Mitchell, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Jim Lenardson, Director Public Services; John Tracy, Director, Building, Planning & Code Enforcement; Scott Kipp, Chief Public Safety and Tom Mead, Finance Director.

V. Mayor & Council Member's Comments

Comments were received from Council Member Barnes.

VI. Presentations

A. Report of Findings on Redevelopment Ready Community Self-Evaluation-
Karen Wieber

Karen Wieber stated the Redevelopment Ready Communities (RRC) is a certification program supporting community revitalization and the attraction and retention of business.

The basic assessment tool for evaluation is the RRC best practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate that all of the RRC best practice components have been met to become RRC certified.

The measurement of a community to the best practices is completed through the RRC team's research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council.

The six best practices are:

- Evaluate community planning and how the redevelopment vision is embedded in the master plan.
- Public participation
- Zoning regulations
- Development review policy and procedures
- Redevelopment Ready Sites
- Economic Development strategy

The next steps are:

- Adopting a resolution to proceed with RRC program
- Continue to implement actions toward certification
- Staff submits quarterly progress reports
- Certification

This is a multi-year process and has no deadline.

Comments were received from Council Member Krause.

B. Junior Cadet Program-Harry Bonner Sr. & Chief Kipp

Chief Kipp stated the Cadet program had their first meeting earlier this evening. They began with the history of law enforcement. They would like the program to simulate police academy and become educated and trained in what Public Safety does. They would like the cadets to ask questions and understand what it's like to be a police officer. The cadets will graduate the program, be given uniforms and asked to help with special events being held in the community.

Harry Bonner Sr. stated there is currently a lot of tension with law enforcement and African Americans. They hope this program will help young people to become involved in the community. He also noted the Junior Cadet program is the brother program to the Mayor's Youth Council.

The members of the Junior Cadet program each introduced themselves to the Council.

The Mayor's Youth Council introduced themselves. They asked for the date of the last meeting of the current Council as they would like to honor Mayor Domingo for his assistance and guidance given to the Mayor's Youth Council for the past few years.

C. Presentation & Proclamation-National Recovery Month

Akaiia Ridley, Mayor of the Albion's Youth Council read aloud the proclamation for National Recovery Month and presented to Harry Bonner Sr., Director Substance Abuse Prevention Program.

Al Henson thanked the City for recognizing National Recovery Month and noted there was a stigma attached to recovery and would like turn this into a positive instead of a negative. He also stated kids need help from adults.

VII. Citizen's Comments

Comments were received from Sylvia Cheek, 624 N. Ann St; Lonnie Brewer, 1200 Hillside Rd.; Clarissa Lewis, 703 ValHalla and Council Members Reid and Barnes.

VIII. Consent Calendar

- A. Approval Regular Council Session Minutes – August 15, 2016
- B. Approval Joint Study Session with Planning Commission Minutes-August 16, 2016
- C. Approval Joint Special Council Session Minutes with EDC-August 22, 2016
- D. Approval Special Council Session Minutes-August 24, 2016
- E. Approval Special Council Session Minutes-August 30, 2016

French moved, Krause supported, CARRIED, to approve the Consent Calendar as presented. (6-0 vv)

IX. Items for Individual Discussion

- A. Request Approval for "Walk the Beat" event held Downtown on October 15, 2016 from 3 p.m. to 7 p.m. (VV)

Comments were received from Council Members French and Krause and Clifford Harris, 411 Elizabeth St.

French moved, Krause supported, CARRIED, to Approve "Walk the Beat" event held Downtown on October 15, 2016 from 3 p.m. to 7 p.m. as presented. (6-0, vv)

B. Request Approval Boards & Commissions Appointments & Reappointments (RCV)

- Mike Tymkew, Albion Building Authority, Re-Appointment, Term to Expire 6-30-2019
- Elaine Seedorf, Albion Building Authority, Re-Appointment, Term to Expire 6-30-2019
- Kevin Markovich, Albion Building Authority, Initial Appointment, Term to Expire 6-30-2019

French moved, Krause supported, CARRIED, to Approve Boards & Commissions Appointments & Reappointments as presented. (6-0, rcv)

C. Discussion/Approval Resolution # 2016-56, Consumers Energy Easement across City of Albion Property for the 101 N. Superior Street Project (RCV)

Comments were received from Council Member Barnes, Mayor Domingo, City Manager Mitchell and City Attorney Harkness.

French moved, Krause supported, CARRIED, to Approve Resolution # 2016-56, Consumers Energy Easement across City of Albion Property for the 101 N. Superior Street Project as presented. (6-0, rcv)

D. Discussion-ValHalla Drive Sidewalk Petition

City Manager Mitchell stated she had spoken with petitioners from ValHalla Drive who asked for the opportunity to obtain an exemption from the sidewalk assessment. In May, 2016, a notice of public hearing for sidewalk exemptions was published in the Albion Recorder, Enews and on the City's website, the opportunity for residents without sidewalks to apply for the exemption for the 2016 taxes. Those who applied were approved at the June 6, 2016 regular Council meeting. City Manager Mitchell spoke with the City Attorney who felt the City provided proper notification to the residents. Although challenging to get the word out, City Manager Mitchell stated she would be working on notifying residents next year much earlier and the notification would be included on the resident's tax bill for 2017. Next year is also the last year of the sidewalk assessment.

Comments were received from Clarissa Lewis, 703 ValHalla Dr. stated the residents of ValHalla Drive would not be receiving sidewalks or the exemption.

Elrarene Showers, 805 ValHalla Dr, asked why the residents were not exempted when the assessment first began since they were told at that point that they would not be receiving sidewalks.

Emerson Rice, 707 ValHalla, feels they shouldn't be paying taxes for sidewalks that they don't have.

Council Member Reid stated when the assessment began, it was with a different Council and Administration. This Council and Administration are trying to let people know what's going on and to be more transparent.

- E. Request Approval Resolution # 2016-60, City Council Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation (MEDC) (RCV)

French moved, Krause supported, CARRIED, to Resolution # 2016-60, City Council Authorizing the Implementation of Recommendations Necessary to Receive Redevelopment Ready Communities Certification from the Michigan Economic Development Corporation (MEDC) as presented. (6-0, rcv)

F. City Manager Report

City Manager Mitchell updated the Council with the following:

- The departmental report was included in the packets for Council to review
- Staff is working hard and the RRC is moving forward
- Sgt. Etter will be retiring this month from Albion Public Safety.
- The scrap inventory has been completed and we have received a quote from Zicks for the vehicles. A determination will need to be made whether the items are sold to employees or will go to auction.
- Upcoming Special Meetings:

Town Hall Meetings

Four Town Hall meetings are planned to receive citizen input, regarding the draft Phase I Comprehensive Plan. The first three meetings have been scheduled:

- **Wednesday, Sept. 14th** at 3:00pm at Tennant Hall located at 600 E Michigan Ave., Albion
- **Thursday, Sept. 29th** at 10:30am at the Charles Snyder Building located at 1300 Cooper St., Albion
- **Thursday, Oct. 13th** at 7:00pm at Marshall Alternative High School (formerly Albion Community School) located at 225 Watson St., Albion
- **Thursday, Oct. 27th** at 7:00pm at Lewis Chapel AME Church located at 522 W Center St., Albion
- Other sites and dates to be determined

Council Study Session Meetings

- **Wednesday, Sept. 14th** at 7:00pm – Land Bank – Development Agreements
- **Monday, Sept. 19th** at 5:00pm - 6:30pm – Sister City Reception @ Ismon House
- **Monday, Sept. 19th** at 7:00pm – Council – Sister City Proclamation
- **Monday, Sept. 26th** at 7:00pm – Rental Registration & Certification Ordinance

Comprehensive Master Plan

- **Monday, Nov. 28th** at 7:00pm – Planning Commission Public Hearing
- NEED TO SCHEDULE: between Nov. 29 and Dec. 2 – Adoption of Comprehensive Plan

Parking Discussion

We are looking to schedule a “Downtown Parking Discussion” on **Wednesday, Sept. 28th** (tentative: 6:30pm at Cascarelli’s) to cover topics like:

- What are best practice examples in handling downtown parking?
- What questions should Albion consider in analyzing its downtown parking situation?

Additional Community Functions:

- Harry Bonner Sr. has received the W.D. Boyce Leadership award from the Boy Scouts of America and will be honored Thursday, September 8, 2016 at 7:30 a.m. at Schulers Restaurant, Marshall.
- The Omicron Delta Kappa, Albion College will hold a Remembering 9/11: 15 year anniversary event being held on Sunday, September 11, 2016 at 8 p.m. at the Albion College Quad, by the rock. The community is invited to attend.

Council Member French stated that WOW Cable is now charging residents an additional charge to receive a paper bill. He feels many residents are unable to afford this and would like the City to draft language opposing this increase for our residents.

I. Future Agenda Items

No future agenda items were requested.

J. Motion to Excuse Absent Council Member (s) (VV)

French moved, Reid supported, CARRIED, to excuse Council Member Brown (6-0, vv)

X. Citizen's Comments

Comments were received from Marcola Lawler, 918 N. Berrien St. and Kathryn Delapas, 309 Lincoln St.

XI. EXECUTIVE SESSION

The City Manager requests an Executive Session under the Open Meetings Act (Section 15.268 (a), P.A. 267 of 1976, as amended) to consider the dismissal, suspension, or discipling of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, or staff member of individual agent, if the named person requests a closed hearing.

French moved, Krause supported, CARRIED, to Adjourn to Executive Session.

Mayor Domingo adjourned to Executive Session at 8:18 p.m.

Mayor Domingo re-adjourned the regular council session at 8:47 p.m.

XII. Discussion/Approval of City Manager Contract (RCV)

Comments were received from City Manager Mitchell and City Attorney Harkness.

French moved, Decker supported, CARRIED, Approval of City Manager Contract terms with a contract forthcoming that supports the approved terms. (6-0, rcv)

XIII. Adjournment

Barnes moved, Decker supported, CARRIED, to adjourn council session. (6-0 vv)

Mayor Domingo adjourned the meeting at 8:55 p.m.

Date

Jill Domingo
City Clerk

**LETTER OF UNDERSTANDING
BETWEEN
THE CITY OF ALBION, THE ALBION DEPARTMENT OF PUBLIC SAFETY
AND
POLICE OFFICERS ASSOCIATION OF MICHIGAN,
ALBION PUBLIC SAFETY OFFICER'S ASSOCIATION**

THIS LETTER OF UNDERSTANDING, dated this _____ day of _____, 2016 is executed between the City of Albion and Albion Department of Public Safety (hereinafter collectively referred to as the "Employer"), and the Police Officers Association of Michigan and the Albion Public Safety Officer's Association (hereinafter referred to as "Union".)

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement that covers from January 1st, 2016 thru October 1st, 2017; and

WHEREAS, the collective bargaining agreement addresses certain terms and conditions for rate of pay; and

WHEREAS, the parties desire to add language to cover lateral transfers of certified Police Officers and/or Certified Fire Fighters with a set amount prior experience in either disciplines effective as soon as practicable to implement after this document is executed by the parties.

NOW THEREFORE, IT IS HEREBY AGREED:

There is no current languages under APPENDIX A-1, Wage Plan, add in to APPENDIX A-1 General Notes with the following:

**APPENDIX A-1
WAGE PLAN**

General Notes: Any new hire that has at least 2, but not more than 4 years of full time certified MCOLES police service with a municipality within the State of Michigan may start at Step 2 of the pay scale, regardless of completing field training or not. The years of service with the other municipality will not transfer over to seniority within the bargaining unit and/or City of Albion.

Any new hire that has at least 4 years of full time certified MCOLES police service with a municipality within the State of Michigan may start at Step 3 of the pay scale, regardless of completing field training or not. The years of service with the other municipality will not transfer over to seniority within the bargaining unit and/or the City of Albion.

PSO-1 is further defined as a new hire that has less than 2 years experience of either certified police service or full time fire fighter experience with another municipality within the State of Michigan.

PSO-2 is further defined as a new hire that has less than 2 years experience of both certified police service and/or full time fire fighter experience with another municipality within the State of Michigan.

All other terms and conditions specified in the collective bargaining contract between the parties shall remain in full force and effect, except as modified above.


Police Officer's Association
of Michigan / Albion Public Safety
Officer's Association

City of Albion



Gregg Allgeier Business Agent

Joseph V. Domingo Mayor



Bill Timmins Union President

Sheryl Mitchell City Manager



Nicole Wygant Vice President

Jill Domingo City Clerk

APPENDIX A-1
WAGE PLAN
January 3, 2016 – December 31, 2016

Public Safety Officer (PSO)

Effective	Start	Step 1*	Step 2	Step 3	Step 4
01/03/2016 2.0%	\$39,417.51	\$41,348.36	\$43,447.96	\$45,678.45	\$47,913.27

* Movement between steps is based on one (1) year at the previous step and obtaining A satisfactory one (1) year evaluation at each step.

	PSO – Trainee	PSO – 1	PSO – 2
01/03/2016 2.0%	\$23,738.12	\$32,979.64	\$35,606.65

General Notes (Trainee)

- PSO-Trainee is a new hire employee with no certifications.
- PSO-1 is an employee with either fire or police certification completed.
- PSO-2 is an employee with both fire and police certifications completed, but who has not yet completed his field training.
- With approval of the Chief of Public Safety and the UNION, a trainee with over two (2) years' experience and only one certification may start at the PSO-2 pay level.

General Notes

- Movement between steps is based on one (1) year at the previous step and obtaining a satisfactory one (1) year evaluation at each step.
- Public Safety Officer –Trainees will not be used to displace any existing employees.
- The hourly wage rate will be determined by dividing the above annual base salaries by 2,184 hours.

RESOLUTION #2016-57

To Approve The Big Read Celebration at Holland Park and Use of Sound Amplification Equipment

Purpose and Finding: In October 2016, Albion is celebrating The Big Read, which is a program of the National Endowment for the Arts in partnership with Arts Midwest. The Big Read celebration will be filled with programming aimed at bringing our community together around Ray Bradbury's dystopian novel *Fahrenheit 451*. The afternoon of October 1st, includes a kick-off event, a parade and celebration at the Historic Holland Park, which will include circus performers, live music, local vendors, crafts, and lots of fun.

The Albion City Council is being requested to approve the sound application for the event at Holland Park. In accordance with Section 62-7, no sound amplification equipment may be used in any city park without the prior permission of the city council. Permission shall be granted in the reasonable discretion of the city council based on whether such sound amplification will be likely to interfere with residents in the area of the park or with the ordinary use of the park by the public. The city council in granting permission may attach such conditions as it deems necessary, including but not limited to the specific location of the equipment, the time of use and the maximum noise level at which such sound amplification equipment may be operated.

Council Member _____ moved, supported by Council Member _____, to approve the following resolution

RESOLVED, that the City of Albion approves the festivities to be held by The Big Read at Holland Park, on October 1, 2016 (or rescheduled rain date), including the appropriate use of sound amplification equipment.

I hereby certify that the above resolution was adopted on September 19, 2016 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Clerk

September 19, 2016

From: Mickey Bittner [<mailto:mbittner@wightman-assoc.com>]

Sent: Friday, August 26, 2016 7:33 AM

To: Jim Lenardson <jlenardson@cityofalbionmi.gov>

Subject: RE: Small Urban Application for Irwin Ave.

Hi Jim

Your message was from Fred Nagler (pronounced like Noggler) of the Kalamazoo Area Transportation Study (KATS).

I believe the City was on the list for 2018 funding in the amount of \$375,000 from the Albion-Marshall Small Urban Group. This project included Finley to Woodlawn. Due to the size of the project, we also applied for \$375,000 of Category F funding from MDOT (the same thing we did for W. Erie). We are hoping to hear back on that in the late fall. If we receive that, we will design it during 2017 and bid it in January or February 2018 for optimum pricing, and construct it in the 2018 construction season.

Please let me know if you would like for me to contact Fred.

Mickey E. Bittner, P.E.

[Wightman & Associates, Inc.](#)

Engineering | Architecture | Surveying | Environmental

O: 269.673.8465 | D: 269.692.9338 | C: 269.266.2159

264 Western Avenue | Allegan, MI 49010 | www.wightman-assoc.com

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Celebrating 70 years in 2016! Proud to be named the 2016 Large Firm of the Year by the [American Council of Engineering Companies of Michigan!](#)

This email and any attachments with it are intended only for the addressee(s) and may contain confidential information.



Albion College

9/13/16

Sheryl Mitchell
City of Albion
112 W. Cass Street
Albion, MI 49224

Dear Sheryl;

We would like to request the closing of Cass Street between Superior and Clinton beginning at 10 a.m. on Thursday, October 13 through 6 p.m. on October 14, 2016. The purpose of this closing would be to allow set up for the event and space for guests of the College and City to participate in the Grand Opening of the Ludington Building, 101 N. Superior, Albion, MI, located on the corner of Cass and Superior Streets.

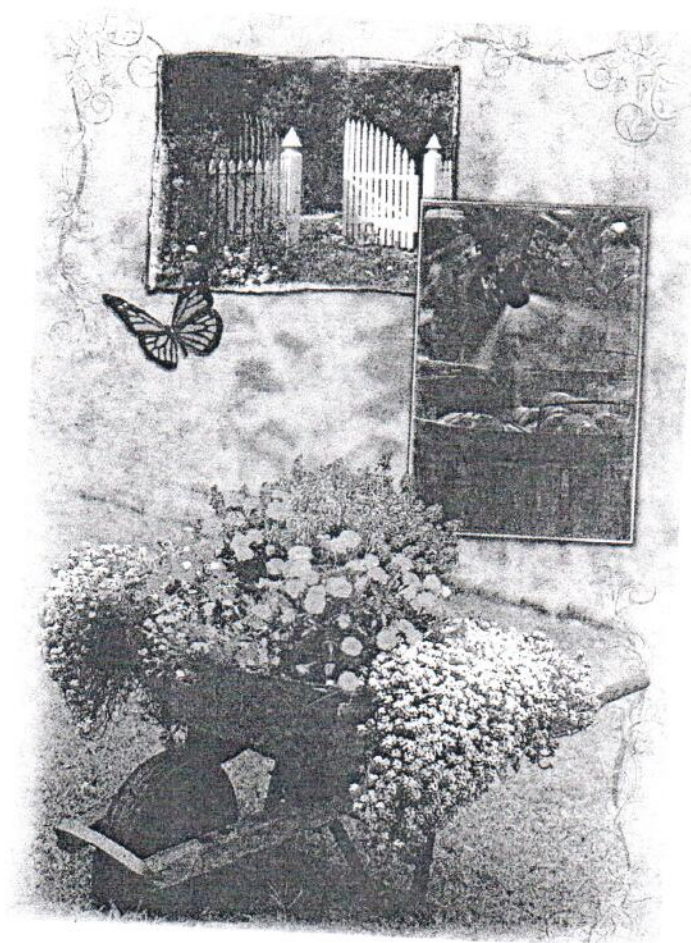
While the actual event does not start until noon on October 14, the tent and porta-potties will be delivered on Thursday, October 13 for set up.

Thanks!

Bob Anderson
Vice President for Alumni Relations and Development

INFORMATION ONLY

MBWENGR 896
Printed in U.S.A.



Thank you so much for
your thoughts & prayers.
We will all miss
Dennis so very much.
He certainly missed
working for the City
when he had to
retire.

Sharon
Farmer

To thank you for
your kindness and sympathy
at a time when it was
deeply appreciated

Dennis Farmer
family

CITY OF ALBION – DEPARTMENT UPDATES

Report to Council

September 19, 2016

CITY MANAGER - Sheryl L. Mitchell

- Philanthropic Women approved request for funding of the Albion Marshall Connector
- Tree Committee met regarding use and planting of existing trees in the nursery
- Met with Marshall Public Schools regarding future use of Albion Community Center building by the Recreation Department for after school and drop in programming
- EDC is moving forward with the final selection of a candidate for the President position
- Wednesday, November 30, 2016 at 6:30pm is the date selected for the Special Council meeting on the adoption of Phase 1 of the Comprehensive Plan
- Ismon House has completed the improvements for the 3rd floor and reimbursement from the State of Michigan should be coming in a few weeks, once all the documentation is provided.
- DDA is hosting public forum on needs and future plans for downtown parking on Wednesday, Sept. 28th at 6:30pm at Cascarelli's Conference Room. Local businesses will receive a letter of invitation.

FINANCE DEPARTMENT – Director Tom Mead

The Finance Department performs a wide variety of tasks on an ongoing basis. Listed below are a few of the reoccurring types of activity that was performed during the two week period mentioned above.

- Processed 636 various payments to the City totaling \$461,281.
- Processed 429 utility bill payments totaling \$78,136.
- Issued 133 accounts payable checks totaling \$784,503.
- Issued 78 payroll checks to the City and Library employees totaling \$136,372.
- Processed income tax returns and receipted income tax payments on an on-going basis.

In addition to some of the reoccurring tasks listed above, the following reflects a few of the unique projects and/or tasks that were addresses by the Finance Director during the two week period reflected above:

- Prepare, review, approve staff time sheets
- Prepare billing for PILOT payment for Albion Non-Profit Housing Corp
- Prepare check requests for Huntington Bank Bond payments – Maple Grove & Fire Barn
- Meet with Farmers Market personnel regarding credit card use at Farmers Market
- Prepare and approve time sheets for employees
- Submit Form 2068 to MDOT to be compliant with section 18(j) – Annual Certification of Employee-Related Conditions
- Review and respond to ADPS personnel regarding retirement actuarial estimate
- Research and respond to tax payer regarding delinquent personal property taxes
- Analyze and review budget numbers relating to employee staffing
- Review personnel manual and union contracts regarding various employee matters

- Assist with minutes for special Council meeting on assessing values
- Meet with taxpayer and collect delinquent property tax check
- Work on 2016 / 2017 estimated property tax revenues for budget
- Work on entries and check request for 1st semi-annual loan payment on new Rec van
- Work on estimated staffing costs for budget
- Respond to 2 days' worth of mail and messages after 2 day vacation
- Contact taxpayer regarding summer deferral application
- Research and process refund check requests for parcels with tax overpayments
- Balance property tax overpayment account
- Research and prepare check request for new lawn mower lease payment
- Process Oak Meadows PILOT payment
- Work on budget worksheets
- Attend staff meeting
- Attending restructure/reorganization meeting regarding HR position/duties
- Contact taxpayer regarding incorrect payment amount from title company
- Contact County regarding possible misapplied tax payment
- Assist Assessor with various office matters
- Research solutions for office printer problems
- Review and approve Accounts Payable check runs for both ABA and Common Cash Accounts
- Approve and post several journal entries for month end reconciling, adjustments, etc.
- Discussion with the County and research regarding tax payment made in error.
- Discussion with taxpayer and City Manager over late fees on unpaid tax bill
- Prepare check request to County to resolve taxpayer payment error
- Study MERS Actuarial and determine City pension contributions to comply with the law
- Review Albion Trust agreement and provide feedback to the City Attorney and City Manager
- Gather HUD information for EDC for use on Bohm Theatre grant
- Discuss best practice for budgeting DPW personnel costs
- Work on 2017 budget
- Thursday – 9/01/2016 - Vacation Day
- Friday – 9/02/2016 - Vacation Day
- Monday – 9/05/2016 – Holiday
- Prepare Department update report for Council

PUBLIC SERVICES DEPARTMENT – Director Jim Lenardson

The Department of Public Services has been extremely busy readying the City for the upcoming annual Festival of the Forks.

The downtown area has had flags and electrical cords put into place, weeds and grass trimmed, and street sweeping completed.

There has been a pre-construction (on-site) meeting in regards to the 2016 Street Project and work should begin on the 19th which will start with the removal of sidewalk and curb/gutter and the replacement of same. Once the concrete work is completed the milling and replacement of manholes, valve boxes and street restoration will occur.

The Water and Sewer Units have been busy with the delivery of shut-off notices and shutoff/turn-ons. I would like to also add here that I am being told that the normal number of shut-off notices has been reduced a fair amount by the new Council adopted policy.

There was also a water service leak repaired in the 1200 block of Burns St. Utility marking has occurred in the front of City Hall for the Consumers Energy underground work. Several work orders were addressed and the normal day to day routine was adhered to.

The Public Works Division as mentioned above has been extremely busy with Festival preparation and the routine daily assignments.

At the wastewater plant a pump installation was accomplished for the effluent water and again the normal duties of lawn maintenance and plant operational responsibilities completed.

The bids for the Single Hauler RFP have been received and are currently being tabulated... Thank You Stacey for the assistance.

Work is continuing on the SAW Grant, also we are moving forward with an application to the USDA-RD for water tower, watermain, and wastewater treatment plant repairs/refurbishment.

ASSESSING DEPARTMENT – Julie Cain-Derouin and Tom Scott

- Tom – Week 9 - State Tax Commission's MCAO Six month Training program.
- Tom – Responded to departmental emails, phone calls and walk-ins.
- Tom – Created Assessing report in BS&A to invoice failure to file PTA. (Albion 5hrs)
- Tom/Julie - 1109 Carson Street worked on Tax ID to determine property boundaries to include vacated alley. (Albion 4hrs)
- Tom – Began updating 2016 Tax Roll to include changes from JBOR (Albion 3hrs)
- Tom- Wrote Weekly News Article for Assessing Department. (Albion 1hr)
- Tom – Drafted/Mailed residential appraisal notification letters for upcoming residential studies. (Albion/Marshall)
- Tom – Input, scanned and attached all PTA's, PRE's, and Deeds. (Weekly Albion and Marshall)
- Tom – Residential property assessments (field work). 322 (57%) of the 567 (20%) residential properties (Marshall) completed to date. 248 (47%) of the 525 (20%) residential properties (Albion) completed to date.
- Julie:
- Marshall - (38%) commercial and (50%) industrial
- Albion - (82%) commercial and (38%) industrial
- 1 split/combo –Marshall
- Albion Council report
- Responded to departmental emails, phone calls and walk-ins.

AMERICORPS / VISTA TEAM – Danielle Nelson, Alison Lalone

- We have started a neighborhood profile for the Dalrymple neighborhood tracking the housing quality, foreclosure rates, and property values to (1) organize a community meeting to gather input on the type of development that citizens would like to see at that location when Dalrymple is demolished (yes, we are confident that that building will come down within the next few years!) and (2) put together a package to the state to apply for demolition funding.
- Town Hall Meetings are coming along well!
- GIS System will be set up soon! We are working with engineers from the SAW Grant, John Tracy, Jim Lenardson, and Harry Longon to get that ball rolling
- Grant applications: (1) Smart Growth America to have a workshop on a zoning and code audit and (2) state funding for Financially Distressed Cities, Villages, and Townships to get new equipment for the public works department.
- Economic Team welcomed its newest member – Devon Parker